

**For Internal Station Use**  
**This Form Should Be Used to Create a Job Vacancy Folder**  
**For Each Vacancy At the Station(s)**  
**Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report**

## NEW JOB VACANCY

### Part A

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#### **I. General Information**

1. Job Title: Producer/Director of Photography/Editor
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 7/8/08
4. Date Position Filled: 7/14/08
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?

Yes ☐ No ☒

The station was given an "Exempt" status from William Owens, the station's Attorney to pull old resumes for this emergency situation. Reasons being: The station had a time table for completing the French and Indian War Documentary; the staff person working on the project resigned.

#### **II. Interviewees**

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1. List of people interviewed for this position:

Name	Date	Recruitment Source
██████████	7/10/08	Had resume in-house already/staff called him

2. Total number of people interviewed for this position: 1

#### **III. Hiree**

Person ultimately hired for this position:

Name: ██████████  
Recruitment Source: Had resume in-house already/staff called him

Approval:

General Manager:



Date:

10/16/08

On July 2, 2008 the Producer for our French and Indian project was terminated due to continually missed deadlines for the project. The French & Indian project is grant funded with a deadline for the numerous deliverables. The position needed to be filled as quickly as possible to meet the promised timeline and to ensure Mountain Lake PBS did not lose grant monies of over \$200,000. There was also no one on staff with all the skills or time necessary to fill the vacancy in the interim.

Mountain Lake PBS had just finished a search for a similar project and had been successful in attracting several qualified candidates. Therefore, a candidate from that pool was offered the position and accepted.

The notes of the Director of Production and Programming as well as the Executive Producer's meetings with the affected individual are on file demonstrating a history dating to October 2007 showing repeated requests to improve performance which were ignored or not completed.

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## **NEW JOB VACANCY**

### **Part A**

#### **I. General Information**

1. Job Title: Supervising Producer/Writer Documentary
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 5/29/08
4. Date Position Filled: July 30, 2008
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?  
Yes [ ☒ ]      No [ ☐ ]

#### **II. Interviewees**

1. List of people interviewed for this position:

Name	Date	Recruitment Source
[REDACTED]	6/2008 & 7/2008	Applied for an earlier position
[REDACTED]	5/13/2008	Production HUB
[REDACTED]	6/19/2008	Unknown
[REDACTED]	7/10/08	Internet
[REDACTED]	7/20/08	WGBH Workshop
[REDACTED]	2 short phone calls in June-	Personal Reference
[REDACTED]	Not available on short notice	
[REDACTED]	Phone interview cut short	WGBH Workshop
[REDACTED]	he was unavailable	

2. Total number of people interviewed for this position: 7

### III. Hiree

Person ultimately hired for this position:

Name: [REDACTED]

Recruitment Source: Applied for an earlier position

#### Approval:

General Manager: *Alia Fenne*

Date: 10/28/08

### Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ ]

No ☐ ]

Date posted:

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☐ ]

No ☒ ]

Name of Third Party: \_\_\_\_\_

Date sent: \_\_\_\_\_

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ ]

No ☐ ]

Date sent: 5/30/08

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website or on any other websites?

Yes ☒ ]

No ☐ ]

Dates posted: posted during duration of ad & printed on 5/30/08 for verification

Attach copies of notices posted @ <http://www.mountainlake.org> and identify websites by URL's

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [ ☒ ]

No [ ☐ ]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: ETS

Contact Person: Several different people handle the postings as they come through

Address: 142 Boynton Avenue  
Plattsburgh, NY 12901

Telephone: (518) 562-4673 Fax: (518) 563-3327

E-mail: etsjobs.com

How was notification given to this source? Emailed on 5/30/08

- b) Name of Source: NYS Department of Labor (One Worksource)

Contact Person: Sue Myers

Address: 194 US Oval  
Plattsburgh, NY 12901

Telephone: (518) 561-0430 Fax: (518) 561-9566

E-mail: www.oneworksource.com

How was notification given to this source? Emailed on 5/30/08

- c) Name of Source: Westaff

Contact Person: Gary Wagoner

Address: 307 W Bay Plaza  
Plattsburgh, NY 12901

Telephone: (518) 566-6061 Fax: (518) 566-0050

E-mail: www.westaff.com

How was notification given to this source? Emailed on 5/30/08

- d) Name of Source: North Country Chamber of Commerce

Contact Person: www.opppshop.org

Address: P.O. Box 310 (7061 Rt. 9)  
Plattsburgh, NY 12901

Telephone: (518) 563-1000 Fax: (518) 563-1028 Filled out online 5/30/08

E-mail: chamber@westelcom.com

How was notification given to this source? Internet site - www.opppshop.org Online

e) Name of Source: Connecticut Schools of Broadcasting  
Contact Person: Tom DeFranco, Regional Director  
Address: 377 Route 17 South Penthouse, Hasbrouck Heights, New Jersey 07604  
Telephone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966  
E-mail: www.800tvradio.com  
How was notification given to this source? An email was sent 5/30/08

f) Name of Source: Department of Employment & Training  
Contact Person: Vermont Job Link or Bob Whiteman  
Address: www.vermontjoblink.com  
Telephone: 802-652-0338 Fax: 802-863-7655  
E-mail: N/A  
How was notification given to this source? Emailed on 5/30/08

g) Name of Source: Production HUB.com, Inc.  
Contact Person: Lauren Memberg  
Address: 801 W. Fairbanks Avenue, Winter Park, FL 32789  
Telephone: 1-877-629-4122/407-629-4122 Fax: 407-629-8884  
E-mail: lmemberg@productionhub.com Website: www.productionhub.com  
How was notification given to this source? Emailed 5/30/08

h) Name of Source: Wyeth  
Contact Person: Barbara Hebert  
Address: Champlain/Rouses Point, NY  
Telephone: Fax:  
E-mail: Website:  
How was notification given to this source? Email sent 5/30/08

i) Name of Source: Memsys Listserv  
Contact person: Kay Mosko or Nick Herlick  
Address: California  
Telephone:  
Email: kay@memsys.com  
How was notification given to this source? Email was sent on 5/30/08

j) Name of Source: PlattNet Solutions  
Contact person: email PlattNet Solutions  
Address: On SUNY Plattsburgh Campus & they also post on their electronic bulletin board  
How was notification given to this source? Emailed on 5/30/08

**Mountain Lake PBS**  
**Supervising Producer/Writer - Documentary**  
**Location: Plattsburgh, New York**  
**Position type: Full time**  
**Salary: Competitive**

**Description**

**Position Description:** Supervising Producer/Writer - Documentary

**Company:** Mountain Lake PBS

**Location:** Plattsburgh, New York

**The Position:**

Supervises, writes and produces grant-funded historical documentary project that includes a one to two hour PBS broadcast program, short video segments for educational purposes, supporting website and curriculum elements; oversee a production staff, and work under tight deadlines in a team-oriented production group; create programming that reflects PBS's high standards of storytelling and production values.

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Mountain Lake PBS is a not-for-profit public television station received by over 3.9 million people throughout New York, Vermont and Canada

**The Requirements:**

Bachelor's degree; or 3-4 years related experience and/or training; or equivalent in experience, 5+ years as a Producer at an established television station or production facility, and ability with Final Cut Pro, Avid or other "off line" editing is preferred

Send cover letter, resume and salary requirements to: Director of Production, Mountain Lake PBS, One Sesame St., Plattsburgh, NY 12901. For more information, visit the About/Job Listings page at [www.mountainlake.org](http://www.mountainlake.org) or contact Colin Powers at 518-324-0126

Posted Date: May 29, 2008

**PROGRAMMING**

NEWS &amp; VIEWS

EDUCATION

ARTS AUCTION

SHOP

SUPPORT US

**ABOUT**

Station Information

Channel Information

Production Services

Teleconference Services

Independent Producers

Press Room

Community Calendar

Job Listings

Apply

Internships

Corporate Sponsors

Board of Trustees

Executive Staff

Directions

CEO Information

Form 388

DTV Transition

**CONTACT US****SEARCH****Job Listings**

Mountain Lake PBS is an equal opportunity employer, and offers employment opportunities in a variety of disciplines including production, programming, development, communications, engineering, information technology and many other areas.

If you are interested in applying for a position, but unable to submit an application online, you can send your salary requirements, cover letter and resume to:

Mountain Lake PBS  
ATTN: Human Resources  
One Sesame Street  
Plattsburgh, NY 12901

Fax: 518-561-1828

And if you're interested in an educational opportunity, Mountain Lake PBS offers internships.

**CURRENT LISTINGS****SUPERVISING PRODUCER/WRITER - DOCUMENTARY**

Supervises, writes and produces grant-funded historical documentary project that includes a one to two hour PBS broadcast program, short video segments for educational purposes, supporting website and curriculum elements; oversee a production staff, and work under tight deadlines in a team-oriented production group, create programming that reflects PBS's high standards of storytelling and production values. We seek the talent, experience, creativity and enthusiasm of the right person to guide our documentary initiatives.

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For more information, send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or email Human Resources

Accepting applications until filled EOE

**DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT**

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for the station.

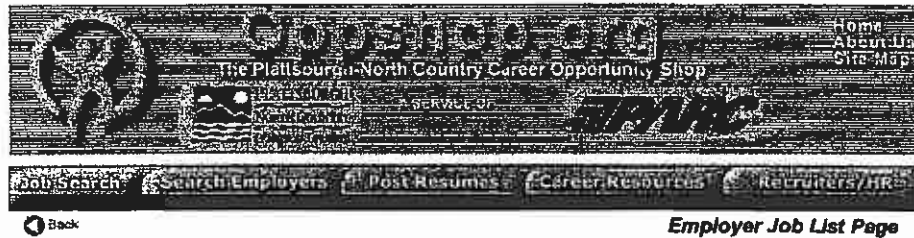
We are seeking a person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1828 or email Human Resources

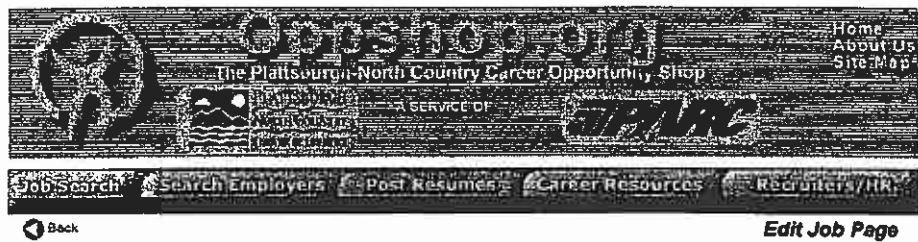
Accepting applications until filled EOE



[Back](#)**Employer Job List Page****\*\*\* Job Added \*\*\***[\[ Click Here To Enter A New Job \]](#)[\[ Return to Employee Choice Menu \]](#)

	Title	Start Display	End Display	Available	
1. [EDIT]	Director of Fundraising & Business Dev.	11/16/07		YES	[DELETE]
2. [EDIT]	PBS News & Public Affairs Host/Producer			YES	[DELETE]

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**Job Title:** PBS News & Public Affairs Host/Producer

Full/Part Time: ☒ Full Time

☐ Part Time

☐ Unknown at this time

Special Considerations: ☐ Temporary

☐ Consultant

☒ None

**Job Location**

City: Plattsburgh

State: NY

Zip: 12901

Country: United States

**Job Display Options** - Information about when to make this job available to searchers

Available Indicator

Start Display Date

End Display Date

(mm/dd/yyyy)

(mm/dd/yyyy)

JOB WILL DISPLAY

If the available indicator is checked,  
AND the Start date is blank or equal to or prior to the current date,  
AND the End date is blank or equal to or after the current date

JOB WON'T DISPLAY

If the available indicator is not checked,  
OR the current date is not within the START/END date range

**Job Details:** Mountain Lake PBS  
Supervising Producer/Writer -

**Existing Job Categories** - Click to remove the check from categories that no longer apply...

Other-Journalism

**New Job Categories** - Select as many new categories you'd like that relate to this job ad...

Press the CTRL key while you click your mouse to select multiple categories within a topic. By selecting categories, people will be able to more efficiently search for your job ad!

**Accounting**

Accountant  
Accounts Payable/Receivable  
Audit

**Administrative**

Administrative Assistant  
Data Entry/Word Processor  
Executive

**Advertising/Marketing**

Account Management  
Art Director-Graphics  
Communications

**Architecture and Design**

Drafting  
Other

**Banking**

Business Development/Sales  
Entry Level  
Executive

**Bio/Pharm**

Chemistry  
Clinical Research  
Clinical Trials

**Creative**

Administration  
Copywriter  
Desktop Publishing

**Education**

Administration  
Assistant-Associate Dean  
Assistant-Associate Director

**Engineering**

ASIC Design  
Aerospace  
Applications

**Finance**

Accountant/Auditor  
Actuary  
Advisor

**Health Care**

Administration/Management  
Admitting  
Allied Health

**Hospitality/Tourism**

Catering/Banquet  
Chef  
Concierge/Customer Service

**Human Resources**

Administration  
Compensation and Benefits  
Consultant

**Information Systems**

Architect  
Auditor  
Client-Server

**Insurance**

Actuarial  
Claims  
Customer Service

**Law Enforcement/Security**

Air Transportation Workers  
Other  
Police Officers

**Legal**

Attorney  
Executive  
Legal Secretary

**Manufacturing and Production**

Other  
Plant and System operators  
Supervisor

**Other****Public Safety**

Adjuster  
Administrative  
Agriculture/Business

911 Dispatcher  
Emergency Communications Coordinator  
Fire

**Restaurant**

**Retail**

Executive  
Food Science/Product Development  
Food Service

Buyer  
Clothing and Accessories  
Executive

**Sales**

**Social Work**

Entry Level  
Executive  
Inside/Inbound

Administrative  
Child and Youth Welfare  
Executive

**Telecommunications**

**Transportation**

Commissioning  
Installation  
Other

Executive  
Import/Export  
Management

Update Job

Reset

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**Lisa Hoff**

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**From:** Page, Brad [Brad.Page@state.vt.us]  
**Sent:** Friday, May 30, 2008 10:08 AM  
**To:** Lisa Hoff  
**Subject:** RE: Job Posting

It is in the Vermont Job link system as an open order for 60 days.

*Bradley Page*, GCDF, LVER  
**Veterans' Services**  
**63 Pearl Street**  
**Burlington, VT 05401**  
**802-652-0339**  
Brad.Page@State.VT.US

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**From:** Lisa Hoff [mailto:lhoff@mlpbs.org]  
**Sent:** Friday, May 30, 2008 9:17 AM  
**To:** Connecticut Schools of Broadcasting; Page, Brad; Kay Mosco; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals  
**Subject:** Job Posting

Please take down the PBS News & Public Affairs Host/Producer position and put up the following ad

Please post the following position:

**Mountain Lake PBS**  
**Supervising Producer/Writer - Documentary**  
**Location:** Plattsburgh, New York  
**Position type:** Full time  
**Salary:** Competitive

---

**Description**

**Position Description:** Supervising Producer/Writer - Documentary  
**Company:** Mountain Lake PBS  
**Location:** Plattsburgh, New York  
**The Position:**

Supervises, writes and produces grant-funded historical documentary project that includes a one to two hour PBS broadcast program, short video segments for educational purposes, supporting website and curriculum elements, oversee a production staff, and work under tight deadlines in a team-oriented production group; create programming that reflects PBS's high standards of storytelling and production values.

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**The Requirements:**

Bachelor's degree or 3-4 years related experience and/or training; or equivalent in experience; 5+ years as a Producer at an established television station or production facility, and ability with Final Cut Pro, Avid or other "off line" editing is preferred

5/30/2008

Send cover letter, resume and salary requirements to: Director of Production, Mountain Lake PBS, One Sesame St.,  
Plattsburgh, NY 12901. For more information, visit the About/Job Listings page at [www.mountainlake.org](http://www.mountainlake.org) or contact Colin  
Powers at 518-534-4378

Thanks,

Lisa M. Hoff  
Executive Assistant

Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901  
Phone: (518) 563-9770 x103  
Fax: (518) 561-1928  
Confidential Fax: (518) 324-0109  
[lhoff@mlpbs.org](mailto:lhoff@mlpbs.org)

Check us out at [www.mountainlake.org](http://www.mountainlake.org)

5/30/2008

**Lisa Hoff**

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**From:** Lisa Hoff  
**Sent:** Friday, May 30, 2008 9:19 AM  
**To:** ~~Burlington Free Press~~; Department of Labor in VT; ETS; Press Republican; Sue Meyers; Wendy Preston; Westaff  
**Subject:** Job Posting  
**Attachments:** Ad Producer Writer 5-08.doc

Please take down the PBS News & Public Affairs Host/Producer position and put up the following ad

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**Supervising Producer/Writer - Documentary**  
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**Salary:** Competitive

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Send cover letter, resume and salary requirements to: Director of Production, Mountain Lake PBS, One Sesame St., Plattsburgh, NY 12901. For more information, visit the About/Job Listings page at [www.mountainlake.org](http://www.mountainlake.org) or contact Colin Powers at 518-534-4378

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Thanks,

Lisa M. Hoff  
Executive Assistant

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One Sesame Street  
Plattsburgh, NY 12901  
Phone: (518) 583-9770 x103  
Fax: (518) 561-1928  
Confidential Fax: (518) 324-0109  
[lhoff@mlpbs.org](mailto:lhoff@mlpbs.org)

Check us out at [www.mountainlake.org](http://www.mountainlake.org)

5/30/2008

**Lisa Hoff**

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**From:** Nick Hoefly [nhoefly@productionhub.com]  
**Sent:** Monday, June 02, 2008 12:32 PM  
**To:** Lisa Hoff  
**Subject:** Your Job has been Posted on ProductionHUB

Hello,

Thank you for submitting your Job! Your job has been posted and is live on ProductionHUB.

On the new ProductionHUB.com 6.0 you can now Check, Edit and Update your Job Postings directly through your ProductionHUB Account. Even mark them as "Filled" without having to contact us. To do all of this, please register and submit your postings on the website at <http://www.productionhub.com/register.aspx>.

We will continue to accept postings by email, however, these postings may take more time to come up on the site and will be less convenient to edit or change.

Please remember to let us know when you fill your position.

-----

If you are looking for more exposure for your Job Opening.

For only \$99, you can have featured placement on the:

- ProductionHUB Homepage
- ProductionHUB Jobs Page
- ProductionHUB Newsletter (viewed by more than 85,000 industry professionals)

To Feature your Job, Login to your account and click "Feature this Job".

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Questions? Concerns? Simply reply to this e-mail or contact us toll free at 877.629.4122 (US & Canada) or 407.629.4122.

Thank you for using ProductionHUB.com.

ProductionHUB Classifieds  
ProductionHUB.com  
Phone: 407.629.4122  
Toll Free: 877.629.4122  
[classifieds@productionhub.com](mailto:classifieds@productionhub.com)  
[www.productionhub.com](http://www.productionhub.com)

'The Production Search Engine' - The industry's most trusted online resource and directory for film, tv, video and digital media production.



**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Friday, May 30, 2008 9:17 AM  
**To:** Connecticut Schools of Broadcasting; Department of Labor in VT; 'Kay Mosco'; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals  
**Subject:** Job Posting  
**Attachments:** Ad Producer Writer 5-08.doc

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Thanks,

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Executive Assistant

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Fax: (518) 561-1928  
Confidential Fax: (518) 324-0109  
[lhoff@mlpbs.org](mailto:lhoff@mlpbs.org)

Check us out at [www.mountainlake.org](http://www.mountainlake.org)

5/30/2008

**Lisa Hoff**

**From:** Kay Mosko [kay@memsys.com]  
**Sent:** Monday, June 02, 2008 4:37 PM  
**To:** Lisa Hoff  
**Subject:** Re: Job Posting  
**Attachments:** "AVG certification"

Lisa,

Will do. However, my last name is spelled Mosko.

Thanks!

Kay

At 06:17 AM 5/30/2008, you wrote:

**Please take down the PBS News & Public Affairs Host/Producer position and put up the following ad**

**Please post the following position:**

**Mountain Lake PBS**

**Supervising Producer/Writer - Documentary**

**Location: Plattsburgh, New York**

**Position type: Full time**

**Salary: Competitive**

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**Description**

**Position Description:** Supervising Producer/Writer - Documentary

**Company:** Mountain Lake PBS

**Location:** Plattsburgh, New York

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6/3/2008

**Lisa Hoff**

**From:** Kay Mosko [kay@memsys.com]  
**Sent:** Monday, June 02, 2008 4:37 PM  
**To:** Lisa Hoff  
**Subject:** Re: Job Posting  
**Attachments:** "AVG certification"

Lisa,

Will do. However, my last name is spelled Mosko.

Thanks!

Kay

At 06:17 AM 5/30/2008, you wrote:

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6/3/2008

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Lisa M. Hoff  
Executive Assistant

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Phone: (518) 563-9770 x103  
Fax: (518) 561-1928  
Confidential Fax: (518) 324-0109  
[lhoff@mlpbs.org](mailto:lhoff@mlpbs.org)

Check us out at [www.mountainlake.org](http://www.mountainlake.org)

No virus found in this incoming message.

Checked by AVG.

Version: 7.5.524 / Virus Database: 269.24.4/1474 - Release Date: 5/30/2008 7:44 AM

*Kay Mosko*  
National Trainer/Consultant  
Herlick Data Systems  
[www.memsys.com](http://www.memsys.com)  
951-903-4179

6/3/2008

For Internal Station Use  
This Form Should Be Used to Create a Job Vacancy Folder  
For Each Vacancy At the Station(s)  
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

## NEW JOB VACANCY

### Part A

---

#### I. General Information

1. Job Title: Videographer/Editor Level 1
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 9/19/08
4. Date Position Filled: 10/31/08
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?  
Yes [ ☒ ]    No [ ☐ ]

#### II. Interviewees

---

1. List of people interviewed for this position:

Name	Date	Recruitment Source
██████████	10/8/08	In-house posting

2. Total number of people interviewed for this position: 1

#### III. Hiree

Person ultimately hired for this position:

Name: ██████████  
Recruitment Source: In-house posting

Approval:

General Manager: \_\_\_\_\_

Date: 1/5/09

## Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [ ☒ ]

No [ ☐ ]

Date posted:

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [ ☐ ]

No [ ☒ ]

Name of Third Party: \_\_\_\_\_

Date sent: \_\_\_\_\_

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [ ☒ ]

No [ ☐ ]

Date sent: 9-19-08

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website or on any other websites?

Yes [ ☒ ]

No [ ☐ ]

Dates posted: posted during duration of ad & but forgot to print out.

Attach copies of notices posted @ <http://www.mountainlake.org> and identify websites by URL's

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [ ☒ ]

No [ ☐ ]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: ETS  
 Contact Person: Several different people handle the postings as they come through  
 Address: 142 Boynton Avenue  
Plattsburgh, NY 12901  
 Telephone: (518) 562-4673 Fax: (518) 563-3327  
 E-mail: etsjobs.com  
 How was notification given to this source? Faxed on 9/19/08
- b) Name of Source: NYS Department of Labor (One Worksource)  
 Contact Person: Sue Meyers  
 Address: 194 US Oval  
Plattsburgh, NY 12901  
 Telephone: (518) 561-0430 Fax: (518) 561-9566  
 E-mail: www.oneworksource.com  
 How was notification given to this source? Faxed on 9/19/08
- c) Name of Source: Westaff  
 Contact Person: Gary Wagoner  
 Address: 307 W Bay Plaza  
Plattsburgh, NY 12901  
 Telephone: (518) 566-6061 Fax: (518) 566-0050  
 E-mail: www.westaff.com  
 How was notification given to this source? Faxed on 9/19/08
- d) Name of Source: Connecticut Schools of Broadcasting  
 Contact Person: Tom DeFranco, Regional Director  
 Address: 377 Route 17 South Penthouse, Hasbrouck Heights, New Jersey 07604  
 Telephone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966  
 E-mail: www.800tvradio.com  
 How was notification given to this source? An email was sent 9/19/08
- e) Name of Source: Department of Employment & Training  
 Contact Person: Vermont Job Link or Bob Whiteman  
 Address: www.vermontjoblink.com  
 Telephone: 802-652-0338 Fax: 802-863-7655  
 E-mail: N/A  
 How was notification given to this source? Faxed on 9/19/08
- f) Name of Source: Production HUB.com, Inc.  
 Contact Person: Lauren Memberg  
 Address: 801 W. Fairbanks Avenue, Winter Park, FL 32789  
 Telephone: 1-877-629-4122/407-629-4122 Fax: 407-629-8884  
 E-mail: lmemberg@productionhub.com Website: www.productionhub.com  
 How was notification given to this source? Emailed 9/19/08

g) Name of Source: New York State Broadcasters Association

Contact Person: Sandy

Address: 1805 Western Avenue, Albany, NY 12203

Telephone: 518-456-8888 Fax: 518-456-8943

E-mail: [sandy@nysbroadcastersassn.org](mailto:sandy@nysbroadcastersassn.org) Website: [www.nysbroadcastersassn.org](http://www.nysbroadcastersassn.org)

How was notification given to this source? Email sent: 9/19/08

h) Name of Source: Wyeth

Contact Person: Barbara Hebert

Address: Champlain/Rouses Point, NY

Telephone: Fax:

E-mail: Website:

How was notification given to this source? Email sent 9/19/08

i) Name of Source: Memsys Listserv

Contact person: Kay Mosko or Nick Herlick

Address: California

Telephone:

Email: [kay@memsys.com](mailto:kay@memsys.com)

How was notification given to this source? Email was sent on 9/19/08

j) Name of Source: PlattNet Solutions

Contact person: email PlattNet Solutions

Address: On SUNY Plattsburgh Campus & they also post on their electronic bulletin board

How was notification given to this source? Emailed on 9/19/08



## **JOB POSTING**

### **VIDEOGRAPHER AND EDITOR**

Requires professional experience as broadcast videographer and editor, excellent knowledge of HD studio & field production, FCP editing and video graphics software. Good communication skills and ability to meet deadlines a must. Comprehensive benefit package. EOE Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901

-or-

[HR@mountainlake.org](mailto:HR@mountainlake.org)

Deadline to apply: October 3, 2008

Posted date: 9/19/08

**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Friday, September 19, 2008 2:32 PM  
**To:** ~~ETS; Westaff; Sue Meyers; Sue Myers; Connecticut Schools of Broadcasting; Department of Labor in VT; 'Kay Mosko'; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals~~  
**Subject:** Job Posting

**Please post the following position. If you have any questions, please contact Sharlene Petro-Durgan at  
518-563-9770 ext. 102 Thanks!**

**VIDEOGRAPHER AND EDITOR**

Requires professional experience as broadcast videographer and editor, excellent knowledge of HD studio & field production, FCP editing and video graphics software. Good communication skills and ability to meet deadlines a must. Comprehensive benefit package. EOE Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901

-or-

HR@mountainlake.org

**Deadline to apply: October 3, 2008**

**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 878, Lacolle, QC J0J 1J0  
Phone: 518.563.9770 ext.103 | Fax: 518.561.1928  
Confidential Fax: 518.324.0109

Your stories | Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

9/19/2008

**Lisa Hoff**

**From:** Page, Brad [Brad.Page@state.vt.us]  
**Sent:** Monday, September 22, 2008 6:47 AM  
**To:** Lisa Hoff  
**Subject:** RE: Job Posting

Good morning Lisa  
Posted until the 3rd of October

*Bradley Page*, GCDF, LVER

**Veterans' Services**  
**63 Pearl Street**  
**Burlington, VT 05401**  
**802-652-0339**  
Brad.Page@State.VT.US

**From:** Lisa Hoff [mailto:lhoff@mlpbs.org]  
**Sent:** Friday, September 19, 2008 2:32 PM  
**To:** ETS; Westaff; Sue Meyers; Sue Myers; Connecticut Schools of Broadcasting; Page, Brad; Kay Mosko; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals  
**Subject:** Job Posting

**Please post the following position. If you have any questions, please contact Sharlene Petro-Durgan at 518-563-9770 ext. 102 Thanks!**

#### **VIDEOGRAPHER AND EDITOR**

Requires professional experience as broadcast videographer and editor, excellent knowledge of HD studio & field production, FCP editing and video graphics software. Good communication skills and ability to meet deadlines a must. Comprehensive benefit package. EOE Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901

-or-

HR@mountainlake.org

Deadline to apply: October 3, 2008

**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518 563 9770 ext.103 | Fax: 518.561.1328  
Tollfree Fax: 518 324.0109

Your stories | Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

9/23/2008

**Lisa Hoff**

---

**From:** Nick Hoefly [nhoefly@productionhub.com]  
**Sent:** Sunday, October 12, 2008 5:28 PM  
**To:** Lisa Hoff  
**Cc:** hr  
**Subject:** Your Job Posting Has Been UPDATED On ProductionHUB

Hello,

Thank you for letting us know your job has been filled. The posting status has been updated. If there is anything else we can do for you please do not hesitate to reply to this email or give us a call at 877.629.4122 (US & Canada) or 407.629.4122.

Thank you for using ProductionHUB.com.

ProductionHUB Classifieds  
ProductionHUB.com  
Phone: 407.629.4122  
Toll Free: 877.629.4122  
classifieds@productionhub.com  
www.productionhub.com

'The Production Search Engine' - The industry's most trusted online resource and directory for film, tv, video and digital media production.

## ProductionHUB.com

You are here: [home](#) » [jobs](#) » view job

### Videographer / Editor

#### Production Job

**Title:** Videographer / Editor

**Employer:** Mountain Lake PBS

**Location:** Plattsburgh, New York

**Employment Type:** Full Time

**Experience:** Requires professional experience as broadcast videographer and editor, excellent knowledge of HD studio & field production, FCP editing and video graphics software. Good communication skills and ability to meet deadlines a must.

#### Details

Seeking a Videographer / Editor. Comprehensive benefit package.

Please send cover letter and resume by mail or email to: Human Resources, Mountain Lake PBS

Deadline to apply: October 3, 2008

EOE

Our stories | Your station  
visit us online at [mountainlake.org](http://mountainlake.org)

#### Contact Information

\*\*\* You must be a valid [registered user](#) and [logged in](#) to view contact information. It's free and only takes about 30 seconds. \*\*\*

#### Help Center

Questions / Comments?

Contact ProductionHUB:

- 877.629.4122
- 407.629.4122
- [Email.us!](#)

**For Internal Station Use**  
**This Form Should Be Used to Create a Job Vacancy Folder**  
**For Each Vacancy At the Station(s)**  
**Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report**

**NEW JOB VACANCY**

**Part A**

**I. General Information**

1. Job Title: Corporate marketing Rep.
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 9/18/08
4. Date Position Filled: 1/5/09
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?  
Yes ☒ No ☐

**II. Interviewees**

1. List of people interviewed for this position:

Name	Date	Recruitment Source
<u>[REDACTED]</u>	12/11/08 & 12/17/08	Monster.com
<u>[REDACTED]</u>	10-13-08 & 10-17-08	Press-Republican
<u>[REDACTED]</u>	12-22-08	Montreal Gazette

2. Total number of people interviewed for this position: 3

**III. Hire**

Person ultimately hired for this position:

Name: [REDACTED]  
Recruitment Source: Monster.com

Approval:

General Manager: Alia Leau

Date: 1/21/09

## Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [ ☒ ]

No [ ☐ ]

Date posted: 9/18/08 & 11/25/08

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [ ☐ ]

No [ ☒ ]

Name of Third Party: \_\_\_\_\_

Date sent: \_\_\_\_\_

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [ ☒ ]

No [ ☐ ]

Date sent: 9/18/08 & 11/25/08

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website or on any other websites?

Yes [ ☒ ]

No [ ☐ ]

Dates posted: posted during duration of ad & printed on 9/19/08 for verification

Attach copies of notices posted @ <http://www.mountainlake.org> and identify websites by URL's

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [ ✓ ]

No [ ]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: "Press Republican" Newspaper  
Contact Person: Classified Department  
Address: 170 Margaret Street  
Plattsburgh, NY 12901  
Telephone: (518) 565-4105 Fax: (518) 561-1172  
E-mail: customerservice@pressrepublican.com  
How was notification given to this source? Ran ad 9/21/08 was faxed over on 9/18/08 & 11/25/08
- b) Name of Source: ETS  
Contact Person: Several different people handle the postings as they come through  
Address: 142 Boynton Avenue  
Plattsburgh, NY 12901  
Telephone: (518) 562-4673 Fax: (518) 563-3327  
E-mail: etsjobs.com  
How was notification given to this source? Faxed on 9/18/08
- c) Name of Source: NYS Department of Labor (One Worksource)  
Contact Person: Sue Myers  
Address: 194 US Oval  
Plattsburgh, NY 12901  
Telephone: (518) 561-0430 Fax: (518) 561-9566  
E-mail: www.oneworksource.com  
How was notification given to this source? Faxed on 9/18/08
- d) Name of Source: Westaff  
Contact Person: Gary Wagoner  
Address: 307 W Bay Plaza  
Plattsburgh, NY 12901  
Telephone: (518) 566-6061 Fax: (518) 566-0050  
E-mail: www.westaff.com  
How was notification given to this source? Faxed on 9/18/08
- e) Name of Source: North Country Chamber of Commerce  
Contact Person: www.opppshop.org  
Address: P.O. Box 310 (7061 Rt. 9)  
Plattsburgh, NY 12901  
Telephone: (518) 563-1000 Fax: (518) 563-1028 Filled out online 9/18/08 & 11/25/08



E-mail: [chamber@westelcom.com](mailto:chamber@westelcom.com)

How was notification given to this source? Internet site - [www.oppshop.org](http://www.oppshop.org) Online

f) Name of Source: Connecticut Schools of Broadcasting  
Contact Person: Tom DeFranco, Regional Director  
Address: 377 Route 17 South Penthouse, Hasbrouck Heights, New Jersey 07604  
Telephone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966  
E-mail: [www.800tvradio.com](http://www.800tvradio.com)  
How was notification given to this source? An email was sent 11/25/08 & 11/18/08

g) Name of Source: Department of Employment & Training  
Contact Person: Vermont Job Link or Bob Whiteman  
Address: [www.vermontjoblink.com](http://www.vermontjoblink.com)  
Telephone: 802-652-0338 Fax: 802-863-7655  
E-mail: N/A  
How was notification given to this source? Faxed on 9/18/08 & 11/25/08

h) Name of Source: Production HUB.com, Inc.  
Contact Person: Lauren Memberg  
Address: 801 W. Fairbanks Avenue, Winter Park, FL 32789  
Telephone: 1-877-629-4122/407-629-4122 Fax: 407-629-8884  
E-mail: [lmemberg@productionhub.com](mailto:lmemberg@productionhub.com) Website: [www.productionhub.com](http://www.productionhub.com)  
How was notification given to this source? Emailed 9/18/08 & 11/25/08

i) Name of Source: Resources Unlimited  
Contact Person: Victoria Santaniello  
Address: 62 Brinkerhoff Street, Plattsburgh, NY 12901  
Telephone: 518-562-9675 Fax: 518-561-9783  
E-mail: [victoria@bhsn.org](mailto:victoria@bhsn.org) Website:  
How was notification given to this source? Email are coming back with an error message

j) Name of Source: New York State Broadcasters Association  
Contact Person: Sandy  
Address: 1805 Western Avenue, Albany, NY 12203  
Telephone: 518-456-8888 Fax: 518-456-8943  
E-mail: [sandy@nysbroadcastersassn.org](mailto:sandy@nysbroadcastersassn.org) Website: [www.nysbroadcastersassn.org](http://www.nysbroadcastersassn.org)  
How was notification given to this source? Emailed 9/18/08 & 11/25/08

k) Name of Source: Wyeth  
Contact Person: Barbara Hebert  
Address: Champlain/Rouses Point, NY  
Telephone: Fax:  
E-mail: Website:  
How was notification given to this source? Email sent 9/18/08 & 11/25/08

l) Name of Source: PBS Connect Forums  
Contact Person: Completed on line

How was notification given to this source? A job order filled out online in PBS Connect Forums on 11/26/08

n) Name of Source: Memsys Listserv

Contact person: Kay Mosko or Nick Herlick

Address: California

Telephone:

Email: kay@memsys.com

How was notification given to this source? Email was sent on 9/18/08 & 11/25/08

o) Name of Source: PlattNet Solutions

Contact person: email PlattNet Solutions

Address: On SUNY Plattsburgh Campus & they also post on their electronic bulletin board

How was notification given to this source? Emailed on 9/18/08 & 11/25/08

p) Name of Source: Montreal Gazette

Contact person: 514-987-7653, 1-800-361-2695

Address: Montreal, QC

How was notification given to this source? Fill out on-line on 9/24/08 - ad ran on 11/29/08

## **JOB POSTING**

### **Sales Representative**

#### **Channel Your Passion!**

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. We are an equal opportunity employer.

Date Posted: 11/25/08

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## **JOB POSTING**

### **Sales Representative**

#### **Channel Your Passion!**

In search of a **new opportunity**? Do you have the skills and experience selling **TV advertising**?

The ideal candidate will have **3 years broadcast or other media direct sales** experience with proven ability to **develop new business and client relationships**. Requires excellent **communication and negotiation skills**, solid knowledge of **marketing research and computer proficiency**. Must be goal oriented and have the ability to **motivate others**.

Please email your **resume** along with a letter that makes us want to call you to: **Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901**, or **HR@mountainlake.org**, or **Fax: 518-561-1928**. We are an equal opportunity employer.

Posted date: 9/18/08

**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Tuesday, November 25, 2008 4:25 PM  
**To:** Connecticut Schools of Broadcasting; Department of Labor in VT; 'Kay Mosko'; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals  
**Subject:** 2 Job Postings

If you have received this email twice, I apologize, as I have 2 different group emails that have to go out.

**Please post the following two positions:**

**If you have any questions, please call Sharlene Petro-Durgan at 518-563-9770 ext. 102**

### **MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

and

### **Sales Representative**

Channel Your Passion!

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. We are an equal opportunity employer.

11/25/2008

**Lisa Hoff**

**From:** Lisa Hoff

**Sent:** Thursday, September 18, 2008 12:54 PM

**To:** ETS; Westaff; Sue Meyers; Connecticut Schools of Broadcasting; Department of Labor in VT; 'Kay Mosko'; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals

**Subject:** Please Post Open Position

**Sales Representative**

**Channel Your Passion!**

In search of a **new opportunity**? Do you have the skills and experience selling **TV advertising**?

The ideal candidate will have **3 years broadcast or other media direct sales** experience with proven ability to **develop new business and client relationships**. Requires excellent **communication and negotiation skills**, solid knowledge of **marketing research and computer proficiency**. Must be goal oriented and have the **ability to motivate others**.

Please email your resume along with a letter that makes us want to call you to: **Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901**, or **HR@mountainlake.org**, or **Fax: 518-561-1928**. We are an equal opportunity employer.

Thanks,

**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Laporte, NC 28641  
Phone: 518.563.9770 ext 100 | Fax: 518.561.1928  
Confidential Fax: 518.324.0108

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9/18/2008



**PROGRAMMING**

**NEWS & VIEWS**

**EDUCATION**

**ARTS AUCTION**

**SHOP**

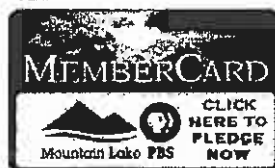
**SUPPORT US**

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Apply  
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Corporate Sponsors  
Board of Trustees  
Executive Staff  
Hours and Directions  
EEO Information  
Form 368  
DTV Transition

**CONTACT US**

**SEARCH**



**Job Listings**

Mountain Lake PBS is an equal opportunity employer, and offers employment opportunities in a variety of disciplines including production, programming, development, communications, engineering, information technology and many other areas.

If you are interested in applying for a position, but unable to submit an application online, you can send your salary requirements, cover letter and resume to:

Mountain Lake PBS  
ATTN: Human Resources  
One Sesame Street  
Plattsburgh, NY 12901

Fax 518-561-1928

And if you're interested in an educational opportunity, Mountain Lake PBS offers internships

**CURRENT LISTINGS**

**Sales Representative**

**Channel Your Passion!**

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. We are an equal opportunity employer.

**Qualifications/Requirements:**

- Creative problem solver, Solutions based sales experience.
- Build relationships with key decision makers at the agency and direct customer level
- Manage & grow high-volume core business
- Accurately forecast market variables
- Identify missed sales opportunities.
- Meet & exceed quarterly revenue budgets
- Develop and manage local client relationships
- Will be involved and visible within local community
- Knowledge of sales, marketing, traditional, and new media

- Conceptual individual who can champion ideas and best practices into strategic marketing programs to develop incremental revenue
- History of high performance and achievement in closing new business
- Proactive, well organized self starter with strong project management skills
- Excellent written, verbal, negotiation, and presentation skills
- Ability to work under pressure, within tight deadlines
- Ability to manage many relationships at once
- Expert knowledge of Word, Excel and PowerPoint
- Bachelors degree
- Valid Driver's license



**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Tuesday, November 25, 2008 4:08 PM  
**To:** Career Development Ctr's Student Employment Service; Department of Labor in VT; ETS; Sue Meyers; Wendy Preston; Westaff  
**Cc:** NYS Broadcasters Association  
**Subject:** 2 Job Postings

**Please post the following two positions:**

**If you have any questions, please call Sharlene Petro-Durgan at 518-563-9770 ext. 102**

**MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

and

**Sales Representative**

**Channel Your Passion!**

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. We are an equal opportunity employer.

11/25/2008

## General Help

Working Part time  
week. Apply at  
Holiday Inn  
#3, Plattsburgh  
#1 and  
#2. No  
experience needed  
small side job.  
572-8803 for info

## UBWAY

way at Wal-Mart,  
#1, & Darnemora  
ing for all shifts.  
ply in person.

\$8.10/hr

ph data entry  
to survey  
interviewing  
weekly paycheck  
evening & week-  
shifts

Apply Now

**ACRO**  
10 Arizona Ave  
Plattsburgh  
800-778-2818  
OE M/F/D/V  
only candidates  
surged to apply.

Northern Adirondack  
Planned Parenthood  
are seeking a  
time Clinic/Medi-  
cine Assistant  
with  
direct pa-  
care and daily  
office opera-  
tional. Ex-  
cellent interpersonal  
computer skills re-  
quired. High School  
 diploma or GED re-  
quired. Send cover  
 letter & resume by  
 10/8 to:  
 Human Resources  
 Assistant, Northern  
 Adirondack Planned  
 Parenthood  
 88 Brinkerhoff Street  
 Plattsburgh, NY 12901  
 EOE

## Westall

Professional \*  
Local \* Office/Clerical  
Light Industrial  
www.westall.com  
-8061 Fx 564-1050

men's Stylist  
led. Chair rental  
/month. Modern  
fitting. 834-9260

**TS**  
Staffing  
Consulting  
Training

## Marketing Specialist

Local organization  
looking for FT Market-  
ing professional to  
manage all aspects  
of marketing cam-  
paign-online, adver-  
tising, collateral, PR,  
tradeshows, re-  
search-with a focus  
on lead generation  
and demonstrated  
results.

**Requirements:** ex-  
cellent communica-  
tion skills, indepen-  
dent worker with  
ability to multi-task,  
set priorities and  
meet deadlines. Pro-  
ficiency in Microsoft  
Office and online ap-  
plications. Willing-  
ness to travel and  
work weekends. Ability  
to speak  
French a plus. BS in  
marketing or related  
field or 1 year of rel-  
evant experience  
preferred.

For consideration  
send cover letter  
and resume by  
10/01/08 to:  
Press Republican  
Classified Box 137,  
PO Box 458,  
Plattsburgh, NY,  
12901

## 633 Help Wanted Medical

## Northern Adirondack Planned Parenthood

Interested in  
becoming part of  
a growing team?

Northern Adirondack  
Planned Parenthood  
is seeking Full-Time  
Physician Assistants  
and/or Nurse Prac-  
titioners. Tuition & re-  
location reimburse-  
ment available. Li-  
censed to practice in  
New York required.  
Reproductive health  
care experience pre-  
ferred, but will train  
the right individual.

NAPP is a great  
place to work! We  
would love to have  
you join us if you:

- Enjoy working in a family-friendly, team environment
- Are interested in an abundant benefits package
- Would like day-time/early evening hours without on call responsibilities

You CAN achieve

## 633 Medical Office Assistant

## Northern Adirondack Planned Parenthood

## Medical Office Assistant

Seeking FT Medical  
Office Assistant  
(MOA). Responsible  
for day-to-day front  
office operations &  
clerical support to  
medical staff. Good  
interpersonal & com-  
puter skills needed.  
High School diploma  
or GED required.  
Send cover letter &  
resume by 09/29/08  
to:

Human Resources  
Assistant  
Northern Adirondack  
Planned Parenthood  
88 Brinkerhoff Street  
Plattsburgh, NY 12901  
EOE

## PHYSICAL THERAPIST

Flexible Hours  
Sports, Orthopedic &  
Spine Rehabilitation  
Send resume to:  
SOS, PT,  
179 Tom Miller Rd  
Plattsburgh, NY 12901  
Fax: 663-8488  
Email:  
physicaltherapist@sopt.net

## 633 Help Wanted Medical

Elizabethtown Comm. Hosp.  
518-873-6377 [www.ech.org](http://www.ech.org)

**Ally Hyde Medical Center**  
www.alleyhyde.com

**CNA's & HHAs**  
Come work for us.  
Become a Home Care  
Worker 1-800-639-2284

Evergreen Valley NH  
CNA's \* LPN's \* RN's  
8 Bushey Boulevard,  
Plattsburgh. 563-3281

## 634 Help Wanted Medical

Position Available  
RN or LPN  
Full time 11pm-7am

Meadowbrook Health-  
care is seeking dedi-  
cated Nurses who  
will assist in provid-  
ing Quality Health-  
care Services to  
our Residents in an  
environment that  
fosters Individual-  
ity, Dignity & Re-  
spect!

We offer an Exten-  
sive Benefit Pack-  
age, vacation after  
6 months, etc.

## 633 Personal Care Assistant

for senior care  
community. Apply  
person in person  
Pine Harbour  
15 New Hampshire St

## 633 Applebee's

80 Centre Dr.  
Plattsburgh, NY  
Apply within or  
[www.applebees.com](http://www.applebees.com)  
Looking for AM/PM  
Line cooks  
Food Expeditors  
All Servers  
Hosts  
Benefits, competi-  
tive pay, vacation,  
employee meals.  
No phone calls.  
Must be 18.

## 633 EMP. MANAGER

Food Service - Long-  
term position with great  
potential. Excellent  
starting pay. Call  
315-323-2023 or email  
to [dunbar@jeb.com](mailto:dunbar@jeb.com)

## 634 Help Wanted Medical

## Mountain Lake PBS

Sales Representative  
Channel Your Passion!

In search of a new  
opportunity? Do  
you have the skills  
and experience sell-  
ing TV advertising?

The ideal candidate  
will have 3 years  
broadcast or other  
media direct sales  
experience w/proven  
ability to develop  
new business and  
client relationships.  
Requires excellent  
communication and  
negotiation skills,  
solid knowledge of  
marketing research  
and computer pro-  
ficiency. Must be  
goal oriented and  
have the ability to  
motivate others.

Please email your  
resume along with a  
letter that makes us  
want to call you to:  
Mountain Lake PBS,  
Attn: Human Resources,  
One Sesame Street,  
Plattsburgh, NY 12901 or  
[hr@mountainlakepbs.org](mailto:hr@mountainlakepbs.org)  
or Fax: 518-561-1928.  
We are an equal op-

## 640 Sales

## SALES

Self-motivated Sales  
Reps needed in  
your local area.  
Must be competitive  
and goal oriented.  
Established ac-  
counts and 3-week  
training program.  
\$35,000 - \$45,000  
potential 1<sup>st</sup> year.  
Must be able to  
start immediately.  
CALL:  
JOHN KENT  
572-7579 NOW!  
EOEM-F

## 641 Help Wanted Medical

Wanted to hire Motivated  
Auto Salesperson with  
good work ethic, will  
train right individual.  
Management  
opportunity possible.  
AAL Auto 568-2000

## 641 HO HO HO! Fun Job!

Nov. 28<sup>th</sup> thru Dec. 24<sup>th</sup>  
at Champlain Centre  
North Santa Photo  
Booth: Santas & Asst.  
Manager needed.  
Flexible shifts.  
1-800-881-7782

## 640 Help Wanted Medical

## 640 SUBSTITUTES WANTED

The Press Republican  
is looking for people  
who might not want  
their own route but  
would be interested in  
being a sub for a few  
days or longer. Maybe  
you were thinking  
about taking a route  
this would give you a  
chance to see what it  
would be like to have a  
route but not the re-  
sponsibility of collect-  
ing money but still  
make a profit. There  
are carriers looking for  
subs in the City of  
Plattsburgh as well as  
in Franklin and Essex  
Counties.

If you are interested  
call 565-4162 and  
leave your name and  
phone number some-  
one will be in touch.

## 640 ALL CASH CANDY ROUTE

Do you earn \$800 in a  
day? Your own local  
candy route. Includes  
30 machines and  
candy. All for \$9,995.  
1-888-753-3457

Earn Extra Income  
Mailing Brochures.  
Weekly pay + bonus!  
Supplies furnished.  
Guaranteed opportuni-  
ty. 1-888-817-8928

Sunday, September 21, 2008 D11

Press Republican



**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Thursday, September 18, 2008 1:03 PM  
**To:** 'kbroadwell@pressrepublican.com'  
**Subject:** Classified Ad

**Kyle - Please run the line ad below in Sunday, September 21st issue and also in Moneter.com. Please fax or email back a proof with the total amount for posting the ad. Thank!**

**Sales Representative**

**Channel Your Passion!**

In search of a **new opportunity**? Do you have the skills and experience selling **TV advertising**?

The ideal candidate will have **3 years broadcast or other media direct sales** experience with proven ability to **develop new business and client relationships**. Requires excellent **communication and negotiation skills**, solid knowledge of **marketing research and computer proficiency**. Must be **goal oriented** and have the **ability to motivate others**

Please email your resume along with a letter that makes us want to call you to: **Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901**, or **HR@mountainlake.org**, or **Fax: 518-561-1928**. We are an equal opportunity employer.

-----  
**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518 563 9770 ext.103 | Fax: 518 561 1928  
Confidential Fax: 518 324 0109

Your stories | Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

9/18/2008

**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Tuesday, November 25, 2008 4:14 PM  
**To:** Press Republican  
**Subject:** FW: 2 Job Postings

Kyle - please send me a price quote for the following two line ads to run in the Press Republican on Sunday, November 30th issue and also in Monster.com. You can either fax or email the quotes. You ran the sales position recently, we just added a line. Thanks!

**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518.583.9770 ext.103 | Fax: 518.581.1928  
Confidential Fax: 518.324.0109

Your stones/Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

## **MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

7/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

and

**Sales Representative**

**Channel Your Passion!**

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate

11/25/2008

others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. We are an equal opportunity employer.

---

**LISA HOFF | Executive Assistant**

Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518.563.9770 ext.103 | Fax: 518.561.1928  
Confidential Fax: 518.324.0109

Your stories | Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

11/25/2008

**Lisa Hoff**

---

**From:** Kyle Broadwell [kbroadwell@pressrepublican.com]  
**Sent:** Thursday, September 18, 2008 2:19 PM  
**To:** Lisa Hoff  
**Subject:** RE: Classified Ad

**Attachments:** AD1069324\_jnl.pdf



AD1069324\_jnl.pdf  
(158 KB)

Hi Lisa,  
Attached is the ad proof for you. Total cost would work out to \$342.04. If you need any changes, just let me know before 2:30pm tomorrow.

Kyle Broadwell  
Classified Advertising Supervisor  
Press-Republican  
170 Margaret St, PO Box 459  
Plattsburgh, NY 12901  
Phone: (518) 565-4171  
Fax: (518) 561-1172

---

**From:** Lisa Hoff [mailto:lhoff@mlpbs.org]  
**Sent:** Thursday, September 18, 2008 1:03 PM  
**To:** kbroadwell@pressrepublican.com  
**Subject:** Classified Ad

Kyle - Please run the line ad below in Sunday, September 21st issue and also in Monster.com. Please fax or email back a proof with the total amount for posting the ad. Thanks!

Sales Representative  
Channel Your Passion!

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others. Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or HR@mountainlake.org, or Fax: 518-561-1928. We are an equal opportunity employer.

-----

LISA HOFF ! Executive Assistant  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901 PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518.563.9770 ext.103 | Fax: 518.561.1928 Confidential Fax: 518.324.0109

Your stories | Your station  
Visit us online at mountainlake.org

PRESS REPUBLICAN  
AD AUTHORIZATION  
(CONTINUED)

Salesperson: KYLE BROADWELL

Printed at 09/18/08 14:34

Acct#: 14056

Ad#: 1069324 Status: N



**Mountain Lake**  
● PBS  
Sales Representative  
Channel Your Passion!

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience w/proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Pittsburgh, NY 15201 or [HR@mountainlake.org](mailto:HR@mountainlake.org) or Fax: 518-561-1928. We are an equal opportunity employer.

Fx: 561-~~117~~ 3362

PRESS REPUBLICAN  
AD AUTHORIZATION

Salesperson: KYLE BROADWELL

Printed at 09/18/08 14:34

Acct#: 14056  
MOUNTAIN LAKE PBS  
1 SESAME ST  
PLATTSBURGH NY 12901  
Contact:  
Phone: (518) 563-9770  
Fax#:  
Email: pjozwiak@mlps.org

Ad#: 1069324 Status: N  
Start: 09/21/08 Stop: 09/21/08  
Times Ord: 1 Times Run: \*\*\*\*  
STD 1.00 X 49.00 Words: 107  
Rate: PHWR Cost: 342.04  
Class: 0640 HW-SALES  
Descript: SALES REPRESENTATIVE CHAN  
Given by: LISA HOFF  
Created: kbroa 09/18/08 14:28  
Last Changed: kbroa 09/18/08 14:34

Agency:

PUB	ZONE	ED	TP	START	INS	STOP	SMTWTFSS
PR	A			97 S 09/21			
IN	MON			97 S 09/21			
NT	A			97 S 09/21			

AUTHORIZATION

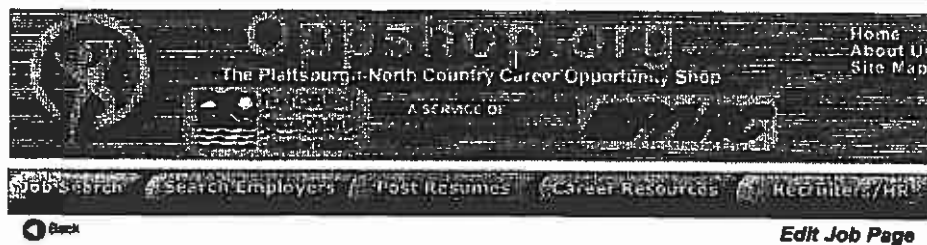
Under this agreement rates are subject to  
change with 30 days notice.

Lisa M. Hoff  
Name (print or type)

Lisa M. Hoff  
Name (signature)

(AD COPY ON NEXT PAGE)



**Job Title:** Sales Representative

**Full/Part Time:** ☒ Full Time  
☐ Part Time  
☐ Unknown at this time

**Special Considerations:** ☐ Temporary  
☐ Consultant  
☒ None

**Job Location**

City: Plattsburgh

State: NY

Zip: 12901

Country: United States

**Job Display Options - Information about when to make this job available to searchers**

Available Indicator	Start Display Date	End Display Date
<input checked="" type="checkbox"/>	11/25/2008 (mm/dd/yyyy)	(mm/dd/yyyy)

JOB WILL DISPLAY

If the available indicator is checked,  
AND the Start date is blank or equal to or prior to the current date,  
AND the End date is blank or equal to or after the current date

JOB WON'T DISPLAY

If the available indicator is not checked,  
OR the current date is not within the START/END date range

**Job Details:** Sales Representative  
Channel Your Passion!

**Existing Job Categories - Click to remove the check from categories that no longer apply...**☒ Sales-Other**New Job Categories - Select as many new categories you'd like that relate to this job ad. .**

Press the CTRL key while you click your mouse to select multiple categories within a topic. By selecting categories, people will be able to more efficiently search for your job ad!

**Accounting**

Accountant  
Accounts Payable/Receivable  
Audit

**Administrative**

Administrative Assistant  
Data Entry/Word Processor  
Executive

**Advertising/Marketing****Architecture and Design**

Account Management  
Art Director-Graphics  
Communications

Drafting  
Other

#### Banking

Business Development/Sales  
Entry Level  
Executive

#### Bio/Pharm

Chemistry  
Clinical Research  
Clinical Trials

#### Creative

Administration  
Copywriter  
Desktop Publishing

#### Education

Administration  
Assistant-Associate Dean  
Assistant-Associate Director

#### Engineering

ASIC Design  
Aerospace  
Applications

#### Finance

Accountant/Auditor  
Actuary  
Advisor

#### Health Care

Administration/Management  
Admitting  
Allied Health

#### Hospitality/Tourism

Catering/Banquet  
Chef  
Concierge/Customer Service

#### Human Resources

Administration  
Compensation and Benefits  
Consultant

#### Information Systems

Architect  
Auditor  
Client-Server

#### Insurance

Actuarial  
Claims  
Customer Service

#### Law Enforcement/Security

Air Transportation Workers  
Other  
Police Officers

#### Legal

Attorney  
Executive  
Legal Secretary

#### Manufacturing and Production

Other  
Plant and System operators  
Supervisor

#### Other

Adjuster  
Administrative  
Agriculture/Business

#### Public Safety

911 Dispatcher  
Emergency Communications Coordinator  
Fire

Restaurant

Executive  
Food Science/Product Development  
Food Service



Retail

Buyer  
Clothing and Accessories  
Executive



Sales

Entry Level  
Executive  
Inside/Inbound



Social Work

Administrative  
Child and Youth Welfare  
Executive



Telecommunications

Commissioning  
Installation  
Other

Transportation

Executive  
Import/Export  
Management



Update Job

Reset

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**MAIN MENU**

Job Board

Tree View

Show New Messages

Subject	Topics	New	Replies	Views	St
<del>SALES REPRESENTATIVE</del>		0	0	1	11/26
<del>SALES REPRESENTATIVE</del>		0	0	2	11/26
Station Relations Assistant		1	0	34	Susa 11/24
REGIONAL OUTREACH COORDINATOR for ITVS COMMUNITY		1	0	27	Aime 11/24
Radio Morning News Anchor		1	0	27	Julia 11/22
News Reporter/Anchor		1	0	21	Julia 11/22
Director of Corporate Support at Maine Public Broadcasting Network		1	0	32	Elna 11/17
Producer		1	0	69	Paul 11/15
On Air Promotion Producer/Editor		1	0	62	Paul 11/15
Radio Producer/Announcer - WHRO (Norfolk, VA)		1	0	22	Sh 11/14
Public Affairs Producer/Writer - WHRO (Norfolk, VA)		1	0	23	Sh 11/14
Chief Financial Officer - WHRO (Norfolk, VA)		1	0	41	Sh 11/07
Programming/Traffic Technician		1	0	93	El 11/06
Sales Associate - Underwriting		1	0	39	Kai 11/05
Broadcasting Assistant for WETA		1	0	106	Cal 11/03
Series Producer, News/Public Affairs		1	0	59	Bel 11/03
KWBU President & CEO		1	0	91	C 11/03
Marketing Assistant FT Position		1	0	47	Julia 10/30
Sales: Underwriting Account Executive		1	0	31	Gail 10/30
AETN JR. SYSTEMS PROGRAMMER		1	0	27	Bar 10/30

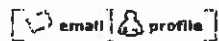
[1-20] [21-40] [41-60] Next

Select a Conference within this Forum: S

**MAIN MENU****Job Board » SALES REPRESENTATIVE****Show New Messages****Topic****Author****Message****Lisa Hoff****Subject: SALES REPRESENTATIVE****Sales Representative****Channel Your Passion!****Total Messages 2****In search of a new opportunity? Do you have the skills and experience selling**

The Ideal candidate will have 3 years broadcast or other media direct sales e to develop new business and client relationships. Requires excellent commur solid knowledge of marketing research and computer proficiency. Must be go ability to motivate others.

Please email your resume along with a letter that makes us want to call you Human Resources, One Sesame Street, Plattsburgh, NY 12901, or HR@m 561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. W employer.

**Posted: 26 Nov 2008 08:43 AM****email****profile****del****Stop Watching This Topic****Mark this topic read****Select a Conference within this Forum: S**

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**MAIN MENU**[Job Board](#)[Show New Messages](#) [Tree View](#)[Topic](#)[Author](#)[Message](#)[Lisa Hoff](#)**Subject: SALES REPRESENTATIVE****Sales Representative****Channel Your Passion!**



Total Messages 1

In search of a **new opportunity**? Do you have the skills and experience selling

The ideal candidate will have **3 years broadcast or other media direct sales** to develop new business and client relationships. Requires excellent communication skills, solid knowledge of marketing research and computer proficiency. Must have the ability to motivate others.

Please email your resume along with a letter that makes us want to call you. **Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax: 518-561-1928.** We are an equal opportunity employer.

Posted: 19 Sep 2008 10:33 AM

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**MAIN MENU**

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 [Tree View](#)

**Topic**

**Author**

**Message**

**Lisa Hoff**

**Subject: SALES REPRESENTATIVE**



**Sales Representative**

**Channel Your Passion!**



Total Messages 1

In search of a **new opportunity**? Do you have the skills and experience selling

The ideal candidate will have **3 years broadcast or other media direct sales to develop new business and client relationships**. Requires excellent communication skills, solid knowledge of marketing research and computer proficiency. Must have the ability to motivate others

Please email your resume along with a letter that makes us want to call you  
**Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901**  
**or Fax: 518-561-1928**. We are an equal opportunity employer.

Posted: 19 Sep 2008 10:33 AM

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**Select a Conference within this Forum: 5**

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Catherine  
Oh  
09/12/08  
12:34pm

09/12/08 12:34pm

	<b>Vegas PBS Gift Manager, Coordinator III</b>	1	0	34	Bernadette Goodemo 09/15/08 10:48pm
	<b>Manager, Accounting</b>	1	0	26	Dorothy Crawford 09/17/08 11:24am
	<b>Job posting: VP of Development for KLRU-TV Austin, Texas</b>	1	0	34	Melanie Blackman 09/17/08 01:17pm
	<b>Computer/Networking Specialist</b>	1	0	15	Dave Hinman 09/18/08 09:33am
	<b>Manager, Event Technology</b>	1	0	23	Brittany Jacobs 09/18/08 10:46am
	<b><u>SALES REPRESENTATIVE</u></b>	0	0	1	Lisa Hoff 09/19/08 10:33am





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[Resumes](#)
[Cover Letters](#)
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### Job Information

**Job Title:** Sales

**Employer:** Montreal Gazette Ad

[View All Jobs From Employer](#)

**Source:** Newspaper Ad

**Location:** Montreal, QC Canada

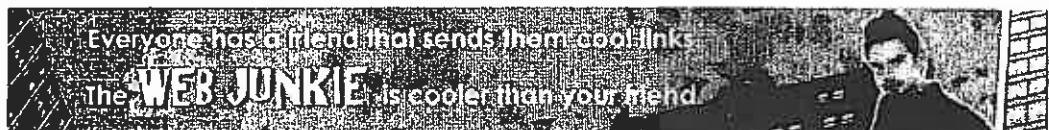
**Date:** 09-20-2008

### Job Description

**Description:** SALES REPRESENTATIVE Channel Your Passion! In search of a new opportunity? Do you have the skills and experience selling TV advertising? The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate others. Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. We are an equal opportunity employer.

[Apply](#)

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5629th  
#2956A



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### SEARCH 18,804 JOBS

Search Keywords:  [Search](#) [Search Help](#)  
[Advanced Search](#)

#### Search Results

Found 1 jobs

Keywords: **Mountain Lake PBS**

[Switch to brief view](#)

[Save Checked Jobs](#)

1 - 1 of 1 matches

☐ Job Description

☐ Sales

Employer: Montreal Gazette Ad

Source: Newspaper Ad

Location: Montreal, QC Canada

Date: 09-20-2008

to motivate others. Please email your resume along with a letter that makes us want to call you to: **Mountain Lake PBS**, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, ... [read more](#)

[Save Checked Jobs](#)

Search Keywords:

Match: ☒ All Words ☐ Any Words

Search: ☒ All Text ☐ Job Title Only

Sort By: ☒ Relevance ☐ Date

City:

Province/U.S. State:

Country:

Radius:

Employer:

Category:

Desired Work Types: ☐ Full Time

☐ Part Time

☐ Contract

☐ Temporary

☐ Internship

☐ Summer

Include Jobs From:

- ☒ Direct Employers and Staffing Firms
- ☐ Direct Employers
- ☐ Staffing Firms

Posted Within: All

Display: 10 results per page

☐ Show National Network Results

Search  Reset  Save this Search

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Our Newsletter.

Don't miss the latest news with our working.com newsletter:

Email Address:

Location:

<http://workingtorontojobs.canada.com/js.php?q=Mountain+Lake+PBS&qCity=&qState=&qMiles=1...> 9/24/2008

ng job careers advice What do you want to do?

working.ca

**530 General Help**  
**FLORIST DESIGNER**  
 Must be experienced, creative, and have a good eye for design. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**ag for a job**  
 out and Printing  
 Great job opportunity and pay. We will give you the best program. I can help you with printing press. To know the best software, please call me. I will be happy to help you. Tel: 514-392-1111.

**SPAPER CARRIERS WANTED**  
 Distribution is currently looking for individuals to deliver The Gazette and Post to home delivery subscribers in areas:  
 old, Baie d'Urfe, Pierrefonds  
 1-912-1775 or 514-237-5267  
 St. Lazare  
 Call: 514-237-5267  
 Must have their own car, be reliable to work 7 days/week between 7:00 a.m.

**SPAPER CARRIERS WANTED**  
 Distribution is currently looking for individuals to deliver The Gazette and Post to home delivery subscribers in areas:

**530 General Help**  
**NEW AD**  
 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**540 Sales Help**  
**540 Sales Help**  
**540 Sales Help**  
**NEWSPAPER CARRIERS WANTED**  
 Metropolitan Media Distribution is currently looking for responsible individuals to deliver The Gazette and The National Post to home delivery subscribers in the following areas:  
 N. Island, Pointe St. Charles, Downtown Montreal  
 514-237-1261  
 Cote Des Neiges, Outremont  
 514-237-3407  
 NDG, Lasalle  
 514-237-3488  
 Montreal North, St. Leonard  
 514-941-4038  
 Brossard, La Prairie, Candiac  
 Call Bob at 514-237-7322  
 St. Lambert, Greenfield Park, St. Hubert  
 Call Bob at 514-891-8837  
 Individuals must have their own car, be reliable and be available to work 7 days/week between 3:00 a.m. and 7:00 a.m.

**530 General Help**  
**General Help**  
 We are looking for a person to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

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**needletrade** 514-287-7

**UGG australia**

Se Ce Apparel Co. Ltd., the exclusive Canadian distributor for UGG® Australia is looking for a

**Marketing Director**

2+ years experience required

Please send your resume to  
 hr@seceapparel.ca / 514-341-2128

**PRODUCT**  
 An art woman's panel...  
**AVAILABLE FULL TIME SALES MANAGER**  
 with many years experience...  
 Tel: 514-392-1111

**GO PAYMENT PROCESSING**  
 SALES AGENTS NEEDED  
 We are looking for sales agents to help with the day-to-day operations of our business. Must be able to work independently. Apply to: 1111 St. Laurent St. #101, Montreal, QC H2T 1A1. Tel: 514-392-1111.

**For Internal Station Use**  
**This Form Should Be Used to Create a Job Vacancy Folder**  
**For Each Vacancy At the Station(s)**  
**Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report**

## NEW JOB VACANCY

### Part A

#### I. General Information

1. Job Title: Master Control Board Operator
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 11/25/08
4. Date Position Filled: 1/26/09
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?

Yes [ ☒ ]    No [ ☐ ]

#### II. Interviewees

1. List of people interviewed for this position:

Name	Date	Recruitment Source
[REDACTED]	12/19/08	MLPBS Website
[REDACTED]	12/23/08	Press Republican/Monster.com
[REDACTED]	1/8/08	Press Republican/Monster.com
[REDACTED]	1/23/09	MLPBS Website

2. Total number of people interviewed for this position: 4

#### III. Hiree

Person ultimately hired for this position:

Name: [REDACTED]

Recruitment Source: MLPBS website

Approval:

General Manager:

*[Signature]*

Date:

*1/29/09*

## Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [ ✓ ]

No [ ]

Date posted: 11/25/08

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [ ]

No [ ✓ ]

Name of Third Party: \_\_\_\_\_

Date sent: \_\_\_\_\_

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [ ✓ ]

No [ ]

Date sent: 11/25/08

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website or on any other websites?

Yes [ ✓ ]

No [ ]

Dates posted: posted during duration of ad & printed on 11/25/08 until position was filled - a copy was not printed out, as the job got taken down, before a print out for verification could take place.

Attach copies of notices posted @ <http://www.mountainlake.org> and identify websites by URL's

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [ ☒ ]

No [ ☐ ]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: "Press Republican" Newspaper

Contact Person: Classified Department

Address: 170 Margaret Street  
Plattsburgh, NY 12901

Telephone: (518) 565-4105 Fax: (518) 561-1172

E-mail: customerservice@pressrepublican.com

How was notification given to this source? Ran ad 11/30/08 was emailed over on 11/25/08 - also was posted on Monster.com

- b) Name of Source: ETS

Contact Person: Several different people handle the postings as they come through

Address: 142 Boynton Avenue  
Plattsburgh, NY 12901

Telephone: (518) 562-4673 Fax: (518) 563-3327

E-mail: etsjobs.com

How was notification given to this source? Faxed on 11/25/08

- c) Name of Source: NYS Department of Labor (One Worksource)

Contact Person: Sue Myers  
Address: 194 US Oval  
Plattsburgh, NY 12901  
Telephone: (518) 561-0430 Fax: (518) 561-9566  
E-mail: www.oneworksource.com  
How was notification given to this source? Faxed on 11/25/08

d) Name of Source: Westaff  
Contact Person: Gary Wagoner  
Address: 307 W Bay Plaza  
Plattsburgh, NY 12901  
Telephone: (518) 566-6061 Fax: (518) 566-0050  
E-mail: www.westaff.com  
How was notification given to this source? Faxed on 11/25/08

e) Name of Source: North Country Chamber of Commerce  
Contact Person: www.opppshop.org  
Address: P.O. Box 310 (7061 Rt. 9)  
Plattsburgh, NY 12901  
  
Telephone: (518) 563-1000 Fax: (518) 563-1028 Filled out online  
E-mail: chamber@westelcom.com  
How was notification given to this source? Internet site - www.opppshop.org Online 11/25/08

f) Name of Source: Connecticut Schools of Broadcasting  
Contact Person: Tom DeFranco, Regional Director  
Address: 377 Route 17 South Penthouse, Hasbrouck Heights, New Jersey 07604  
Telephone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966  
E-mail: www.800tvradio.com  
How was notification given to this source? An email was sent 11/25/08

g) Name of Source: Department of Employment & Training  
Contact Person: Vermont Job Link or Bob Whiteman  
Address: www.vermontjoblink.com  
Telephone: 802-652-0338 Fax: 802-863-7655



E-mail: N/A

How was notification given to this source? Emailed on 11/25/08

**h) Name of Source:** Production HUB.com, Inc.

Contact Person: Lauren Memberg

Address: 801 W. Fairbanks Avenue, Winter Park, FL 32789

Telephone: 1-877-629-4122/407-629-4122 Fax: 407-629-8884

E-mail: lmemberg@productionhub.com Website: www.productionhub.com

How was notification given to this source? Emailed 11/25/08

**i) Name of Source:** Resources Unlimited

Contact Person: Victoria Santaniello

Address: 62 Brinkerhoff Street, Plattsburgh, NY 12901

Telephone: 518-562-9675 Fax: 518-561-9783

E-mail: victoria@bhsn.org Website:

How was notification given to this source? Email are coming back with an error message

**j) Name of Source:** New York State Broadcasters Association

Contact Person: Sandy

Address: 1805 Western Avenue, Albany, NY 12203

Telephone: 518-456-8888 Fax: 518-456-8943

E-mail: sandy@nysbroadcastersassn.org Website: www.nysbroadcastersassn.org

How was notification given to this source? Emailed 11/25/08

**k) Name of Source:** Wyeth

Contact Person: Barbara Hebert

Address: Champlain/Rouses Point, NY

Telephone: Fax:

E-mail: Website:

How was notification given to this source? Email sent 11/25/08

**l) Name of Source:** PBS Connect Forums

Contact Person: Completed on line

How was notification given to this source? A job order filled out online in PBS Connect Forums on 11/26/08 on their WebBoard.

m) Name of Source: PlattNet Solutions

Contact person: email PlattNet Solutions

Address: On SUNY Plattsburgh Campus & they also post on their electronic bulletin board

How was notification given to this source? Emailed on 11/25/08

## **JOB POSTING**

### **MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

Date Posted: 11/25/08

**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Tuesday, November 25, 2008 4:14 PM  
**To:** Press Republican  
**Subject:** FW: 2 Job Postings

Kyle - please send me a price quote for the following two line ads to run in the Press Republican on Sunday, November 30th issue and also in Monster.com. You can either fax or email the quotes. You ran the sales position recently, we just added a line. Thanks!

**LISA HOFF | Executive Assistant**  
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901  
PO Box 876, Lacolle, QC J0J 1J0  
Phone: 518 563 9770 ext.103 | Fax: 518 581 1928  
Confidential Fax: 518 324 0109

Your stories/Your station  
Visit us online at [mountainlake.org](http://mountainlake.org)

### **MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

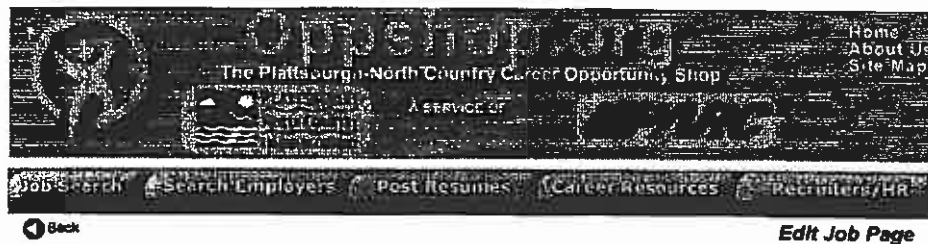
and

### **Sales Representative**

Channel Your Passion!

In search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid knowledge of marketing research and computer proficiency. Must be goal oriented and have the ability to motivate



**Job Title:** Master Control Board Operator

**Full/Part Time:** ☒ Full Time  
☐ Part Time  
☐ Unknown at this time

**Special Considerations:** ☐ Temporary  
☐ Consultant  
☒ None

**Job Location**

**City:** Plattsburgh

**State:** NY

**Zip:** 12901

**Country:** United States

**Job Display Options - Information about when to make this job available to searchers**

**Available Indicator**



**Start Display Date**

11/25/2008

(mm/dd/yyyy)

**End Display Date**

(mm/dd/yyyy)

**JOB WILL DISPLAY**

If the available indicator is checked,  
 AND the Start date is blank or equal to or prior to the current date,  
 AND the End date is blank or equal to or after the current date

**JOB WON'T DISPLAY**

If the available indicator is not checked,  
 OR the current date is not within the START/END date range

**Job Details:** MASTER CONTROL BOARD OPERATOR

**Existing Job Categories - Click to remove the check from categories that no longer apply...**

☒ Other-Entry Level

**New Job Categories - Select as many new categories you'd like that relate to this job ad...**

Press the CTRL key while you click your mouse to select multiple categories within a topic. By selecting categories, people will be able to more efficiently search for your job ad!

**Accounting**

Accountant  
 Accounts Payable/Receivable  
 Audit

**Administrative**

Administrative Assistant  
 Data Entry/Word Processor  
 Executive

**Advertising/Marketing**

**Architecture and Design**

Account Management  
Art Director-Graphics  
Communications

Drafting  
Other

#### Banking

Business Development/Sales  
Entry Level  
Executive

#### Bio/Pharm

Chemistry  
Clinical Research  
Clinical Trials

#### Creative

Administration  
Copywriter  
Desktop Publishing

#### Education

Administration  
Assistant-Associate Dean  
Assistant-Associate Director

#### Engineering

ASIC Design  
Aerospace  
Applications

#### Finance

Accountant/Auditor  
Actuary  
Advisor

#### Health Care

Administration/Management  
Admitting  
Allied Health

#### Hospitality/Tourism

Catering/Banquet  
Chef  
Concierge/Customer Service

#### Human Resources

Administration  
Compensation and Benefits  
Consultant

#### Information Systems

Architect  
Auditor  
Client-Server

#### Insurance

Actuarial  
Claims  
Customer Service

#### Law Enforcement/Security

Air Transportation Workers  
Other  
Police Officers

#### Legal

Attorney  
Executive  
Legal Secretary

#### Manufacturing and Production

Other  
Plant and System operators  
Supervisor

#### Other

Adjuster  
Administrative  
Agriculture/Business

#### Public Safety

911 Dispatcher  
Emergency Communications Coordinator  
Fire

**Restaurant**

Executive  
Food Science/Product Development  
Food Service

**Retail**

Buyer  
Clothing and Accessories  
Executive

**Sales**

Entry Level  
Executive  
Inside/Inbound

**Social Work**

Administrative  
Child and Youth Welfare  
Executive

**Telecommunications**

Commissioning  
Installation  
Other

**Transportation**





















Executive  
Import/Export  
Management

**Update Job**

**Reset**

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**MAIN MENU****Job Board****Show New Messages** **Tree View****Topics**

Subject	New	Replies	Views	St
 <del>Master Control Board Operator</del>	0	0	1	L 11/26
 <del>SALES REPRESENTATIVE</del>	0	0	2	L 11/26
 <del>Station Relations Assistant</del>	1	0	34	Susa 11/24
 <del>REGIONAL OUTREACH COORDINATOR for ITVS COMMUNITY</del>	1	0	27	Alme 11/24
 <del>Radio Morning News Anchor</del>	1	0	27	Julia 11/22
 <del>News Reporter/Anchor</del>	1	0	21	Julia 11/22
 <del>Director of Corporate Support at Maine Public Broadcasting Network</del>	1	0	32	Elna 11/17
 <del>Producer</del>	1	0	69	Pauk 11/15
 <del>On Air Promotion Producer/Editor</del>	1	0	62	Pauk 11/15
 <del>Radio Producer/Announcer - WHRO (Norfolk, VA)</del>	1	0	22	Shi 11/14
 <del>Public Affairs Producer/Writer - WHRO (Norfolk, VA)</del>	1	0	23	Shi 11/14
 <del>Chief Financial Officer - WHRO (Norfolk, VA)</del>	1	0	41	Shi 11/07
 <del>Programming/Traffic Technician</del>	1	0	93	El 11/06
 <del>Sales Associate - Underwriting</del>	1	0	39	Kar 11/05
 <del>Broadcasting Assistant for WETA</del>	1	0	106	Cal 11/03
 <del>Series Producer, News/Public Affairs</del>	1	0	59	Bel 11/03
 <del>KWBU President &amp; CEO</del>	1	0	91	C 11/03
 <del>Marketing Assistant FT Position</del>	1	0	47	Julia 10/30
 <del>Sales: Underwriting Account Executive</del>	1	0	31	Gail 10/30
 <del>AETN JR. SYSTEMS PROGRAMMER</del>	1	0	27	Bar 10/30

[1-20] [21-40] [41-60] Next

Select a Conference within this Forum: S



**MAIN MENU**[Job Board](#)[Show New Messages](#)[Tree View](#)[Topic](#)[Author](#)[Message](#)[Lisa Hoff](#)**Subject: Master Control Board Operator**

Total Messages 2

**MASTER CONTROL BOARD OPER**

If you have strong organizational skills and can p  
to details, please apply.

TV operations and technology experience preferre  
on your feet, handle pressure, and work variable

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resum

Human Resources

Mountain Lake PBS

One Sesame Street

Plattsburgh, NY 12901 or

Fax: 518-561-1928 or

email: [HR@mountainlake.org](mailto:HR@mountainlake.org)

Open until filled. EOE

Posted: 26 Nov 2008 08:45 AM

[email](#) [profile](#)[del](#)[Stop Watching This Topic](#)[Mark this topic read](#)

**Lisa Hoff**

**From:** Lisa Hoff  
**Sent:** Tuesday, November 25, 2008 4:25 PM  
**To:** Connecticut Schools of Broadcasting; Department of Labor in VT; 'Kay Mosko'; Mary Anne; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wendy Preston; Wyeth Pharmaceuticals  
**Subject:** 2 Job Postings

If you have received this email twice, I apologize, as I have 2 different group emails that have to go out.

**Please post the following two positions:**

**If you have any questions, please call Sharlene Petro-Durgan at 518-563-9770 ext. 102**

### **MASTER CONTROL BOARD OPERATOR**

If you have strong organizational skills and can pay close attention to details, please apply.

TV operations and technology experience preferred. Ability to think on your feet, handle pressure, and work variable hours.

F/T w/benefits. Check out our website @ [www.mountainlake.org](http://www.mountainlake.org)

Please send cover letter and resume to:

Human Resources  
Mountain Lake PBS  
One Sesame Street  
Plattsburgh, NY 12901 or  
Fax: 518-561-1928 or  
email: [HR@mountainlake.org](mailto:HR@mountainlake.org)  
Open until filled. EOE

and

### **Sales Representative**

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Please email your resume along with a letter that makes us want to call you to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901, or [HR@mountainlake.org](mailto:HR@mountainlake.org), or Fax: 518-561-1928. Check out [www.mountainlake.org](http://www.mountainlake.org) for more information. We are an equal opportunity employer.

**Lisa Hoff**

**From:** Page, Brad [Brad.Page@state.vt.us]  
**Sent:** Wednesday, November 26, 2008 9:15 AM  
**To:** Lisa Hoff  
**Subject:** RE: 2 Job Postings

Lisa  
Happy Thanksgivings to you and your family. Sincerely, Brad Page

**From:** Lisa Hoff [mailto:lhoff@mlpbs.org]  
**Sent:** Tuesday, November 25, 2008 4:09 PM  
**To:** Career Development Ctr's Student Employment Service; Page, Brad; ETS; Sue Meyers; Wendy Preston; Westaff  
**Cc:** NYS Broadcasters Association  
**Subject:** 2 Job Postings

**Please post the following two positions:**

**If you have any questions, please call Sharlene Petro-Durgan at 518-563-9770 ext. 102**

**MASTER CONTROL BOARD OPERATOR**

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Open until filled. EOE

and

**Sales Representative**

**Channel Your Passion!**

Are you in search of a new opportunity? Do you have the skills and experience selling TV advertising?

The ideal candidate will have 3 years broadcast or other media direct sales experience with proven ability to develop new business and client relationships. Requires excellent communication and negotiation skills, solid

11/26/2008

## **ORGANIZATIONS REQUESTION NOTIFICATION**

**For Internal Station Use**  
**Organizations Which Request to Receive Job Vacancy Notices From The Station Should Be**  
**Listed Here and Be Advised of Each Opening at the Station(s)**  
**Use This Information In Completing Appendix 2 of the EEO Public File Report**

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**ORGANIZATIONS REQUESTING NOTIFICATION**

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- 1.) **Recruitment Source:** Connecticut Schools of Broadcasting.**Date Source Initially Requested**  
Contact Person: Tom DeFranco, Regional Director **Notification: May 17, 2004**  
Address: 377 Route 17 South Penthouse **Date Source Requested**  
  
Hasbrouck Heights, NJ 07604 **Notification Cease:**  
  
Phone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966  
e-mail address: [csbnewjersey@800tvradio.com](mailto:csbnewjersey@800tvradio.com)  
(Internet address: [www.800tvradio.com](http://www.800tvradio.com))
- 2.) **Recruitment Source:** Production HUB.com **Date Source Initially Requested**  
Contact Person: Tara **Notification: January 9, 2004**  
  
Address: 801 W. Fairbanks Avenue **Date Source Requested**  
Winter Park, FL 32789 **Notification Cease:**  
  
Phone: 407-629-4122 or 877-629-4122 Fax: 407-629-8884  
e-mail address: [classifieds@productionhub.com](mailto:classifieds@productionhub.com) <mailto:Imemberg@productionhub.com>  
(Internet address: [www.Production HUB.com](http://www.Production HUB.com))
3. **Recruitment Source:** Wyeth Pharmaceuticals **Date Source Initially Requested**  
Contact Person: Barbara E. Hebert **Notification: 11/11/05 job fair**  
Address: 64 Maple Street, Rouses Point, NY 12979 **Date Source Requested**  
Phone: 518-297-5707 Fax: 518-297-1839 **Notification Cease:**  
  
e-mail address: [hebertb@wyeth.com](mailto:hebertb@wyeth.com)
4. **Recruitment Source:** NYS Broadcasters Association **Date Source Initially Requested**  
sandy@nysbroadcastersassn.org  
email address: [blogger.com](http://blogger.com)

Contact Person: Sandy      **Notification:** Just sent a note stating us to visit the NYSBA job bank  
1805 Western Avenue, Albany, NY 12203      **Date Source Requested**  
Phone: 518-456-8888 Fax: 518-456-8943      **Notification Cease:**

5.      **Recruitment Source:** OneWork Source      **Date Source Initially Requested**  
Contact Person: Wendy Preston      **Notification:** 9/26/07 Job Fair  
Address: P.O. Box 607, Elizabethtown, NY 12932      **Date Source Requested**  
Phone: 518-873-2341 Fax: 518-873-2392      **Notification Cease:**  
e-mail address: wpreston@acapinc.org

6.      **Recruitment Source:** NETA <mailto:maryanne@netaonline.org>      **Date Source Initially Requested**  
Contact Person: Mary Anne      **Notification:** 11/20/2007  
  
Address: National Educational Telecommunications Assoc.      **Date Source Requested**  
P.O. Box 5008 - Columbia, SC 29250  
Phone: 803-799-5517 Fax: 803-771-4831      **Notification Cease:**  
e-mail address: maryanne@netaonline.org

Revised: June 27, 2008